

!! श्री !!



साईकृपा को-ऑप. हौसिंग सोसायटी लि.

नोंदणी क्रमांक : एनबिओएम/सिडको/एचएसजी (ओएच) ७५०/जीटीआर सन - १९९८-९९
ए.टर्इय कंडोमिनीयम नं-६, सेक्टर-९, कोपरखैरणे, नवी मुंबई - ४००७०९

Ref. No. : SA/25/32

Date : 24/11/2025

To,
THE FIRM,
The Commodity Exchange Building,
Ground Floor, Plot No.2,3&4,
Sector 19A, Vashi, Navi Mumbai-400705.

Kind Attention: Dr.Sudhir Katekar/Ar.Vishal Shah/Ar.Sundeep Gwash

Subject: - Your Appointment for providing Project Management Consultancy Services for carrying out Redevelopment of Sai Krupa Co.Op. Hsg.Soc. Ltd, PlotNo.11, Sector 09, Kopar Khairane Mumbai-400709.

Respected Sir,

We are happy to inform you that you have been selected as Project Management Consultant vide a Resolution, passed by majority votes, by members present in the Special General Body Meeting held on dated 16/11/2025, with respect to proposed redevelopment of Sai Krupa Co. Op. Hsg. Soc. Ltd., on Plot No.11, Sector-09, Kopar Khairane, Navi Mumbai-400709.

Sai Krupa Co-operative Housing Society Ltd.is a residential society comprising 92 flats and Plot Area bearing 2260.64 Sq. Mtrs., seeking to modernize its infrastructure through redevelopment.

Accordingly, we hereby issue this Appointment Letter towards your appointment as Project Management Consultant for proposed redevelopment of these buildings subject to the following terms & conditions and for the scope & Consideration mentioned as under.

PART A -PROJECT MANAGEMENT CONSULTANCY SERVICES

(I) PRE-TENDERING STAGE: -

1. Preparing feasibility report with respect to present government policy about utilization of F.S.I/PREMIUM FSI/T.D.R.
2. Preparing Feasibility report for both developer driven model and investor driven model, preparing comparison statement and explained various possible area comparison for both model.
3. Recommending the list of amenities, extra area, corpus fund etc. and preparing rough designs of the building as per utilization of FSI and explaining the feasibility report to the society before and modify the same including the suggestions from the members with in the provisions of law.



For SAIKRUPA CO-OP. HSG. SOCIETY

Contd. Pg. 2

(Signature)
(CHAIRMAN)

(Signature)
(SECRETARY)

(Signature)
(TREASURER)



(Signature)
26/11/25

4. Assisting Society to complete Lease Deed with CIDCO.
5. Assisting Society /developer to receive certificate from committee under Navi Mumbai Municipal Commissioner/CIDCO.
6. Preparing draft tender documents and discussing and approval the same with the Society committee for floating the same.
7. Inviting the offers (Technical and commercial) from various builders/developer, doing the technical evaluation, preparing comparison statement and submitting the bid evaluation report to committee members.
8. All the received Original Tender Document will be in custody of Society Office. For further process of evaluation copies can be shared with PMC.
9. Conducting joint meeting with short-listed Builder/Developer along with the committee members and providing assistance in finalizing the most suitable developer. (Pre.SGM)
10. Providing assistance for conducting SGM as per the provisions of Govt.Guidelines as per section 79A of MCS Act.
11. Assisting in Finalization of DA (Development Agreement).

(II) BEFORE CONSTRUCTION STAGE: -

1. Drafting letter of intent based on terms negotiated with the selected Developer.
2. Ascertaining measurement of each flat and finalizing the carpet area of each member in accordance with the approved drawing.
3. Listing down the requirement of each member and coordinating with the design architect for the final accurately.
4. Ascertaining of details plane table survey in order to work out the area of entire plot precisely and accurately.
5. Approving the plans prepared by the developer keeping in mind the interest of the Society only.
6. Preparing bar chart/Schedule of work to ensure timely completion.
7. Ascertaining preparation of all detailed Electrical and Plumbing layouts, (Savage Water and Drainage System to be included).
8. Ascertaining preparation of all working drawings and structural drawings by Architect.
9. Ascertaining conducting of various soil investigations so as to decide and select the required material or construction techniques at the time actual work of foundation.
10. Ascertaining submission of layout proposed and each approval.
11. Ascertaining layout approval.
12. Ascertaining submission of building permission to various Authorities.
13. Ascertaining Obtaining of C.C. etc.
14. Assisting Society /members to get DA & PAAA (Permanent Alternate Accommodation Agreement)
15. Current Legal issue (RH No. 6) and solution. Details of Units under Mortgaged with Bank to be resolved.



Contd. Pg. ...3

For SAIKRUPA CO-OP. HSG. SOCIETY

Anshudhan
(CHAIRMAN)

Agam
(SECRETARY)

R. Z.
(TREASURER)

(III) DURING CONSTRUCTION STAGE: -

1. Overall co-ordination with the Society on technical and financial matter and co-ordination with builders /developers as may be required between various engineering disciplines.
2. Maintaining complete co-ordination on entire projects
3. Preparation of issue of a project co-ordination procedure document.
4. Programming the overall projects and following progress of all aspect of the work. Updating bar charts and expediting and preparation and issue of monthly project report to the Society indicating the status and progress of work.
5. Preparation and issue of change notices, indicating any change in project which will affect costs, planning etc.
6. To have overall co-ordination with Society, Design Architect. Structural Consultant, MEP (Mechanical, Electrical, and Plumbing) and Environment Consultant, Developer with respect to the municipal drawings so as to ensure smooth progress of the municipal follow up.
7. Monitoring work progress as per the agreed construction schedule.

(A) MATERIAL MANAGEMENT

1. Strict supervision of work in interest of Society and in accordance with tender / quotation received and approved between Society and builder/ developer.
2. Ensuring quality control and adherence to specification and standards.
3. Carrying out periodical test of the various construction materials received prior and /or during its use, cost of the same is to be paid by respective developer.
4. Conducting laboratory test of material used as well of the final product and certifying the work carried out by the builder/developer.
5. Ascertaining upon the quantum of various materials required for deferent constructional activities, checking their order placements and their timely procurement alongwith quality.
6. Ascertaining timely receiving and storing of the materials in there safe places as per the job layout.
7. Checking the materials received on site for quantity and quality as per tender specification.

(B) DAY TO DAY SITE SUPERVISION & QUALITY CONTROL

1. Periodical site visit in connection with works by your project Engineers/ Architect at least 3 times a week and providing corrective supervision.
2. Full time supervision by site engineers
3. Giving instruction regarding method of carrying out the construction from the workmanship and materials consideration. Issue written orders for certification of defective works (if any).



Contd. Pg. ...4

For SAIKRUPA CO-OP. HSG. SOCIETY

(NShaudham)
(CHAIRMAN)

(A. G. Sane)
(SECRETARY)

(M. R.)
(TREASURER)

(C) MONITORING THE PROGRESS OF WORK

1. Strictly implementing the schedule of work. To update the required activities in case of delay to meet the target within the prescribed schedule.
2. Periodical meeting with the concerned developer and its agencies so as to have a first-hand report about their practical difficulties if any and suggest them an alternative procedure to solve the same in the best interests of the Society.
3. To ensure that builder/ developer incorporates a penalty clause in the work with each sub-contractor.

(D) END OF CONSTRUCTION STAGE

1. To ascertain obtaining of various Completion certificates, Occupancy certificate.
2. To ascertain obtaining of various Service connections such as permanent water connection, Electricity Connection, Gas Pipeline Connection etc.
3. Preparation of 'As built' drawing.
4. Preparing completion report as the end of the project.

PART-B-

PLANNING, DESIGNING, APPROVALS, AND EXECUTION ASSISTANCE SERVICES:

(i) Architectural Consultancy Services: -

1. Detailed Planning, designing including that of amenities in coordination with the Society and developer.
2. Application to Navi Mumbai Municipal Corporation (NMMC) for Development Permission along with all required documents and municipal drawing.
3. Liaisoning and get approval from the authority.
4. Preparing Execution drawings and Specification necessary for execution.
5. Preparation and supplying all working drawings to the Developer/Contractor.
6. Periodic Site supervision.
7. Certification of plinth completion, Building Completion and application for plinth completion and Occupancy Certificate to the authorities.

(ii) Structural Consultancy Services: -

1. Structural Designing and Detailing of proposed building, as per prevailing norms.
2. Preparing Structural Execution Drawing and Specification necessary for execution.
3. Attend design co-ordination meetings.
4. Periodic Site supervision.
5. Certification of structural stability for plinth certificate and Occupancy Certificate.



For SAIKRUPA CO-OP. HSG. SOCIETY

Contd. Pg. ...5

(Signature)
CHAIRMAN

(Signature)
SECRETARY

(Signature)
TREASURER

(iii) M.E.P. {Mechanical, Electrical & Plumbing} Consultancy Services: -

1. Preliminary Analysis of existing building services.
2. Studies the adequacy of the space earmarked for various utilities.
3. Development of Design Proposal for various services involved in Redevelopment Project.
4. Detailed Planning of internal as well as external services.
5. Preparing Execution drawings and Specification necessary for Execution.
6. Checking shop drawing made by contractor.
7. Periodic site supervision.
8. Certification of completion of M.E.P. works and submission of 'As Built-up Drawings' for services.

(iv) Environment Consultancy Services: -

1. Preparation of environment clearance documents.
2. Assistance to get NOC from Environment Department of state government.
3. Providing the detailed Analysis required for Environmental clearance.

FINANCIAL BID:

The Offer for Consultancy Fees for Comprehensive Project Management Consultancy Services for above mentioned Services.

Sr. No.	Services	Fees - % of Construction Cost
1	Project Management Consultancy Services (if this is done as developer driven Redevelopment)	5.00% (of construction cost)
2	Project Management Consultancy Services (if this is done as Investor driven Redevelopment)	6.00% (of construction cost)



For SAIKRUPA CO-OP. HSG. SOCIETY

Nshaudhan
(CHAIRMAN)

Atasave
(SECRETARY)

MR
(TREASURER)

Contd. Pg. ...6

STAGES OF FEES: All the fees to be borne by developer or Investor Appointed:

Stage	Work Description	Percentage of Total Fees
Stage 1	On appointment of developer and at the time of development agreement.	10% of the total fees.
Stage 2	On submission of approval drawings to concerned sanctioning authorities.	10% of the total fees.
Stage 3	On obtaining commencement certificate.	10% of the total fees.
Stage 4	After starting the construction by the builder till the completion of full structure.	50% of the total fees on the basis of pro-rata of the work against submission of RA bills OR Monthly Installments.
Stage 5	On obtaining occupancy certificate.	10% of the total fees.
Stage 6	On completion of the entire process.	10% of the total fees.

- The gross floor area for computation of fees is the sum of all covered areas (FSI & Non FSI) in a building/Buildings structure, measured from the external faces of the building including Chajja and architectural projection, shall include all functional area space such as car parking lots, circulation corridors, staircases, plant rooms, lift Machine Rooms, lift shaft, atrium spaces, chutes, loading/unloading spaces, service floors, water tanks and any other structure on the plot.
- The GST as levied by government shall be effected by builder/developer once certified by Society.
- All the fees are to be paid to PMC Will be certified by Society and paid by Developer.
- The TDS as applicable shall be deducted from the consultancy fees.
- The period for consultancy services shall be four years from the date of your appointment.
- All official and incidental payments, Liaising expenses required to get the approvals of Municipal/ Government departments shall be borne by Society or by the Developer on the behalf of Society as the case may be.
- All undertakings, affidavits, indemnity bond, documents etc. shall be given by Society promptly as and when demanded.
- Legal bounding for completion of work to be defined.
- Ensure Mediclaim for PMC employee
- The PMC and any Employee/Individual Assigned by the PMC for the performance of the Services under this agreement shall be covered under relevant Mediclaim and accident policy. The copy of the current policy and Periodic Renewal shall be submitted to the society before commencement of actual work on site.



For SAIKRUPA CO-OP. HSG. SOCIETY

N. Shreedhan
(CHAIRMAN)

A. K. Sawe
(SECRETARY)

H. R. 2
(TREASURER)

Contd. Pg. ...7

DEFAULT, TERMINATION AND CONSEQUENCE OF TERMINATION:

Notwithstanding anything herein contained, the Society shall have the right to terminate PMC's services in the following circumstances.

1. For the breach of any of the terms of this Agreement (express or implied.) a notice period of a minimum of two (2) weeks (14 days) shall be given by Managing Committee prior to such termination to provide the PMC with an opportunity to remedy the said breach. Upon failure of the PMC to remedy the said breach and consequent to the same the Managing Committee shall issue a letter of termination in writing to the PMC without any further notice.
2. In cases where any act done by PMC is prejudicial to the interest of the Society or any one of its members, the Society has the right to terminate this Agreement without any advance notice in which case a notice in writing stating termination of this Agreement shall be issued to PMC by the Managing Committee.
3. In case the quality of the services provided by the PMC to the Society and/ or the Managing Committee for the redevelopment process is not to the of the Managing Committee then they shall send a notice to the PMC to improve the quality of service rendered. In case the PMC is unable to improve the services within one month of the receipt of such notice then the Society has the right to terminate this Agreement by giving the PMC a notice period of two weeks (14 days) in writing after which the Agreement shall stand terminated.
4. The Society shall have the right to appoint another Project Management Consultant at its sole discretion at any given point of time during the tenure of this Agreement or otherwise, PMC does not hold any objection to the same.
5. For avoidance of doubt, it is clarified that in the event of sooner termination or on expiry of this Agreement the Parties here to agree that all right title and interest in and to all the material prepared for the Society and the redevelopment process whether more particularly stated in the Agreement or not, shall remain the property of the Society. Any copyrightable material shall remain the property of the Society for the entire work and in perpetuity. Further, All the terms and conditions including but not limited to the Indemnities, undertakings, representations and warranties made by PMC in this Agreement shall continue to be binding on PMC.



For SAIKRUPA CO-OP. HSG. SOCIETY

Contd. Pg. ...8

(Signature)
(CHAIRMAN)

(Signature)
(SECRETARY)

(Signature)
(TREASURER)

6. Upon Termination, the Managing Committee shall take possession of all records and data in the PMC's possession pertaining to this Project, which may be used by the said Society without restriction. Upon the Termination of this Agreement, the PMC shall be entitled to receive compensation for the services provided by it till the date of Termination of this Agreement as per the payment schedule as mentioned herein above in this Agreement or as may be decided between the Parties. Other than the consideration towards the services provided by the PMC till the date of termination of this Agreement, the PMC shall not be entitled to any other cost/compensation whatsoever.
7. The PMC shall be entitled to terminate this Agreement by giving 30 days written notice to the Managing Committee. By giving valid reasons for same. Upon termination by the PMC, the PMC shall not be entitled to any consideration from the said Society and the PMC shall be liable to hand over all the relevant documents, materials and data to the Society shell reserve it's right to review performance of PMC with regard to payment to be made to PMC if any, Non-disclosure of facts/Drawings by PMC.

GOVERNING LAW & DISPUTE RESOLUTION

- a. All disputes, controversies, claims and differences arising out of or in relation to this Agreement, or any breach hereof, except those which cannot be settled through correspondence and mutual consultation of the Parties hereto, shall be finally settled by arbitration to be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and any modification thereto from time to time subject to the provisions set out herein below. proceedings shall be maintained in English OR Marathi.
- b. Both Parties shall appoint a sole arbitrator. If the Parties do not agree on the appointment of a sole arbitrator, they shall each be entitled to appoint one arbitrator each who shall in turn together appoint a third arbitrator. The decision of the arbitrator(s) or umpire, as the case may be, shall be final and binding and shall also deal with questions on the costs of the arbitration and all matters related or incidental thereto.
- c. This agreement to arbitrate shall be specifically enforceable by the Parties during the term of this Agreement and after its termination, and the Parties acknowledge and agree that they intend that all disputes, controversies or claims of any kind, shall be referred by them to arbitration.
- d. The cost of arbitration shall be paid as provided in the arbitration decision. Notice of the demand for arbitration shall be filed in writing with the other Party to this Agreement. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen and the inability to settle the same through correspondence and mutual consultations in accordance with the provisions of this Agreement has been unequivocally established.



For SAIKRUPA CO-OP HSG SOCIETY Contd. Pg. ...9

Bhaudhan
(CHAIRMAN)

Atsane
(TREASURER)

MC
(TREASURER)

- e. Where either Party commits or prepares to commit an act that is in material breach of any provision of this Agreement, and such act, if continued or allowed, could result in a breach of such provision or an unconscionable delay in obtaining any contemplated herein, then without prejudice to the foregoing provisions, or the existence or commencement of any arbitration proceedings and/or negotiations thereunder, the other Party shall be entitled to prevent such breach or delay by applying for and obtaining an injunction or other restraining order, preventing such act being allowed or continued, from any court of competent jurisdiction in India or abroad. From a to e arbitration clause shall be discussed and deleted.

Jurisdiction: The contents of the present Agreement shall be subject to the jurisdiction of the Courts at CBD BELAPUR only.

For and on behalf of

Sai Krupa Co-Operative Housing Society Ltd

(M. Shalikhani)

(A. Hasane)

(R. C.)

Chairman / Hon. Secretary / Treasurer



CC to: Office of Assistant Registrar Co-Operative Society CIDCO Navi Mumbai
Belapur Railway Station Complex Tower No. 08, 5th floor,
CBD Belapur, Navi-Mumbai
Email: jointregcidco@gmail.com